



## **APPLICATION REQUIREMENTS FOR OBTAINING OCCUPATIONAL LICENSES**

### **MANUFACTURED HOME/MOBILEHOME/COMMERCIAL MODULAR SALESPERSON**

The following forms and items are required to be submitted with the fees indicated:

1. Occupational Licensing Application for Manufactured Home/Mobilehome/Commercial Modular Salesperson (Form HCD-OL 16).
2. Occupational Licensing Application for Manufactured Home/Mobilehome/Commercial Modular Manufacturers, Distributors, Dealers and Salespersons, Part B (Form HCD-OL 29).
3. One properly completed Live Scan form (Form HCD OL 8016), unless exempt. Applicants must pay the live scan operator directly for scanning their fingerprints. SEE NOTE #1.
4. Two (2) full facial photographs, minimum size 1¼" x 1", taken from a maximum distance of six (6) feet. SEE NOTE #2.
5. A copy of the preliminary education certificate of completion. SEE NOTE #3.
6. Proof (examination receipt) of successful passage of the Manufactured Home/Mobilehome or Commercial Modular Salesperson Examination within six (6) months prior to the application date. SEE NOTE #4.
7. Statement of Citizenship, Alienage and Immigration Status in Support of a Request for State Public Benefits (HCD OL Benefit Status Form 1) and proof of U.S. citizenship, or qualified alien status with a right to work in the United States. This requirement applies only to individuals applying for a license on or after April 6, 1998.
8. License application fee of \$219. The license term is for two (2) years.
9. Manufactured Home Recovery Fund fee of \$25. SEE NOTE #5.
10. Applicant verification fee of \$13 for persons applying for a license on or after April 6, 1998, who have not previously paid this fee.

### **NOTES:**

1. HCD offices are not equipped to take fingerprints. Only California Department of Justice (DOJ) approved live scan facilities may be used, unless exempted by DOJ. See DOJ's website for approved facilities at <http://ag.ca.gov/fingerprints/publications/contact.htm>.
2. HCD offices will take your photograph upon request. The fee is \$1.50 for each photograph.
3. Every person applying to HCD for the Manufacture Home/Mobilehome Salesperson Examination must have first attended an HCD approved six (6) hour preliminary education course, except as provided in California Code of Regulations, Title 25, Chapter 4, Section 5302. (Not required for commercial modular salespersons).
4. The fee is \$86 for each salesperson examination taken.
5. Each person making application for a Manufactured Home/Mobilehome Salesperson license must pay to the Department a fee to be deposited into the Manufactured Home Recovery Fund. (Not required for commercial modular salespersons).
6. Our forms are currently being updated to reflect changes in fees. The fees listed on this form are the most current.